

## OPUS Advances to Subgrantees

Subgrantee may request and be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement, and financial management systems that meet the standards for fund control and accountability as established in this part. Advance payments to a subgrantee must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the subgrantee in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the subgrantee for direct program or project costs and the proportionate share of any allowable indirect costs.

Advance requests for OHCS funds are accepted on most grants. Some limitations for weatherization jobs not yet complete exist, as well as a program submission for HOME TBA.

**An advance can be requested using the field labeled “Projected” in OPUS on the AGR screen.**

**The need for an advance must be justified by a short comment in the AGR “Comment” field, or your comment can advise to “see attached”.** The comment and/or the attachment needs to provide enough detail to justify your request and demonstrate the impact to your operations and cash flow. Below are some acceptable methods that can be used to justify an advance request:

- Wait list total, or expected demand, plus additional funds to serve clients over a specified time period. Analysis should be provided on how any additional funds were calculated, expected number of households and amount per household.
- Amount needed to provide to one or more sub-recipients, with an analysis of the calculated amount (projected volume or demand for sub-recipient, number of households, etc.), while factoring in timelines for invoicing and processing
- Energy assistance batches not yet paid by your agency. The energy module batch number or numbers are sufficient for the comment.
- Funds to meet your upcoming payroll
- Client intake completed in another system, or applications in process of approval

We want to be mindful of your operational needs and cash flow as you work to deliver critical programs. If you have additional questions, or would like to talk through the operational and cash flow needs you’re experiencing, you may contact Carol Wagner, [Carol.Wagner@oregon.gov](mailto:Carol.Wagner@oregon.gov) or by phone at 971-273-9235.